

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Humane Officer II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs law enforcement supervisory work involving the protection and control of animals. Enforces Federal, State, and local animal laws. Directly supervises personnel. Work involves frequent contact with hostile or dangerous animals and people.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|----|---|
| 1 | L | Supervises personnel employees by monitoring daily activities, reviewing reports, developing and assisting with training, preparing annual evaluations, handling misconduct complaints, preparing and assigning schedules, and assisting with daily activities as needed. |
| 2 | VH | Captures, impounds, and disposes of animals by using a variety of issued equipment including injectible tranquilizers and schedule II narcotics. |
| 3 | L | Provides animal education by training new officers and teaching humane treatment of animals to citizens and children. |
| 4 | S | Completes reports and records by maintaining documents in accordance with state and local laws documenting any problems that occur. |
| 5 | VH | Responds to complaints of animals violations by investigating complaints, checking homes for various animal violations, appearing in court for animal law violations, and reviewing the laws, policies, and procedures involving animal control. |

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Two years in animal care / control. |
| Certifications and Other Requirements | Valid Driver's License, DEA Controlled Drug License, Euthanasia Certification, Death Determination Certification, Chemical Immobilization and Capture Certification, Commonwealth of Virginia Mid-level Practitioner's License, Humane Investigator Certification, Special Police Officer Certification, Animal Control Officer Basic Academy, General Instructor Certification |
| Reading | Work requires the ability to read general correspondence, reports, articles, manuals, and laws and procedures related to animal care and control. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write reports, operation manuals, various permits and forms, animal registration cards, summons, and general correspondence. |
| Managerial | Managerial responsibilities include coordinating training and education for employee development, setting long-term goals, and managing objectives related to pet overpopulation and enforcement activities. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. |
| Complexity | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives. |

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | Medium | Heavy | Very Heavy X |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Assisting citizens, checking property for violations |
| Sitting | F | Computer, desk work, driving |
| Walking | F | Exercising animals, apprehending animals, inspecting property |
| Lifting | F | Animals into cages |
| Carrying | F | Animals |
| Pushing/Pulling | F | Moving animals and equipment |
| Reaching | F | When controlling animals |
| Handling | F | Animals, fire arms |
| Fine Dexterity | F | Applying first aid for wounds, manipulating chains and collars |
| Kneeling | F | Apprehending animals, conducting investigations |
| Crouching | F | Apprehending animals, conducting investigations |
| Crawling | O | Apprehending animals, conducting investigations |
| Bending | F | Apprehending animals, conducting investigations |
| Twisting | F | Apprehending animals, conducting investigations |
| Climbing | F | Apprehending animals, conducting investigations |
| Balancing | O | Apprehending animals, conducting investigations |
| Vision | C | Observing animals, conducting investigations, computer, reading, driving |
| Hearing | C | Communicating with personnel, general public, and animals |
| Talking | C | Communicating with personnel, general public, and animals |
| Foot Controls | F | Driving |
| Other (specify) | N | |

CSC Adopted: **October 2001** CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, general office supplies, scanner, digital camera, laptop, computer, standard Microsoft Windows and Office software, Internet, AFIN, Pistol 2000, VCIN / NCIC, ketch-pole, leashes, net, snare, snake tongs, bolt cutters, euthanizing equipment, bite stick, firearms

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | | PRIMARY WORK LOCATION | |
|--------------------------|---|---------------------------|---|-----------------------|----|
| Mechanical Hazards | D | Dirt and Dust | D | Office Environment | X |
| Chemical Hazards | D | Extreme Temperatures | D | Warehouse | -- |
| Electrical Hazards | M | Noise and Vibration | D | Shop | -- |
| Fire Hazards | M | Fumes and Odors | D | Vehicle | -- |
| Explosives | M | Wetness/Humidity | D | Outdoors | X |
| Communicable Diseases | D | Darkness or Poor Lighting | D | Other (see 2 below) | -- |
| Physical Danger or Abuse | D | | | | |
| Other (see 1 below) | D | | | | |

(1) Communicable diseases - animal to human

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Pre-exposure rabies vaccine, hepatitis B vaccine, Lime Disease vaccine, face shield, respirator mask, bite gloves, ketch pole, oc spray, bite stick / baton, firearms, tranquilizer gun, leash, net, snare, goggles, ballistic vest, bite gloves, snake tongs, bolt cutters, euthanizing equipment

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | C |
| Emergency Situations | C |
| Frequent Change of Tasks | C |
| Irregular Work Schedule/Overtime | C |
| Performing Multiple Tasks Simultaneously | C |
| Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work | C |
| Noisy/Distracting Environment | C |
| Other (see 3 below) | C |

(3)